

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION				
Prepare according to instructions given in Local Position Classification Handbook, Appendix B and 1979 A-3606				
1. POST: COTE D'IVOIRE		2. AGENCY: USAID/WEST AFRICA		3. POSITION NO.: AID-NPC-011
4. REASON FOR SUBMISSION [] a. Reclassification: This position replaces Position(s) No. : _____ (Title) _____ (Series) _____ (Grade) No. : _____ (Title) _____ (Series) _____ (Grade) [x] b. New Position [] c. Other (explain)				
5. CLASSIFICATION ACTION 6.		Position Title and Series Code		Grade
a. Post Classification Authority HR/EXECUTIVE OFFICE, USAID/WEST AFRICA		SECRETARY		7
b. Other				
c. Recommended by Initiating Office: OFFICE OF THE USAID/WA DIRECTOR				
6. POST TITLE OF POSITION (If any) SECRETARY TO THE DEVELOPMENT COUNSELOR		7. NAME OF EMPLOYEE:		
8. MISSION OR OFFICE: USAID/WEST AFRICA		c. Third Subdivision		
a. First Subdivision: COTE D'IVOIRE		d. Fourth Subdivision		
b. Second Subdivision		e. Fifth Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Signature of Employee Date		10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Signature of Local Supervisor Date		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. _____ For: Signature of American Supervisor Date		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate Local Employee Position Classification Handbook (LEPCH) standards. _____ Signature of Administrative/Personnel Officer Date		
13. BASIC FUNCTION OF POSITION: The position is located in the Cote D'Ivoire Office of USAID/West Africa. The incumbent serves as personal and confidential assistant to the Development Counselor and s/he performs a broad range of administrative and secretarial duties in support of the Office.				
14. MAJOR DUTIES AND RESPONSIBILITIES: See Attached				

DESIRED QUALIFICATIONS

- a. **Education:** Completion of secondary school plus two years post secondary school training in Secretarial, Business Studies or related field. A University degree is desirable.
- b. **Prior Work Experience:** At least four years of progressively responsible experience as personal assistant or office manager is required
- c. **Post Entry Training:** Informal training in AID systems, handbooks and filing procedures. Must be able to assume full range of duties within minimal orientation and training.
- d. **Language Proficiency:** Level IV English and French.
- e. **Knowledge:** Full knowledge of general secretarial work and office management. Knowledge of USAID procedures and documentation. Must have a general knowledge of the local and national culture, practices, rules and general business environment.
- f. **Skills and Abilities:** Good interpersonal skills. Ability to communicate effectively and concisely. Ability to organize workload and function independently. Good computer skills are required.

16. POSITION ELEMENTS

Supervision Received: Receives general supervision from the Program Officer

- b. **Available Guidelines:** Oral instructions from Supervisors, Mission orders and policies, USAID operating manuals and policies, USG Correspondence manual, Mission administrative and clerical procedures.
- c. **Exercise of Judgment:** Must exercise judgment in prioritizing work, determining priorities for signature of documents for the Development Counselor's signature and deciding when the Development Counselor should be interrupted.
- d. **Authority to Make Commitments:** Has authority to make appointments for the supervisor.
- e. **Nature, Level and Purpose of Contacts:** Daily working contacts with almost all Missions staff, and all levels from the public and private sectors and will include Americans, Ivoirians and other expatriates.
- f. **Supervision Exercised:** None
- g. **Time Requirement to Perform Full Range of Duties:** Six months

DIRECTOR'S SECRETARY

BASIC FUNCTIONS OF POSITION

The Secretary serves as personal and confidential assistant to the USAID Development Counselor. S/he performs a broad range of administrative and secretarial.

MAJOR DUTIES AND RESPONSIBILITIES

1. Reviews all incoming mail and distributes them as appropriate.
2. Reviews all outgoing correspondence/communications for the Development Counselor's signature and/or clearance to ensure accuracy and proper formatting.
3. Receives and maintains flow control of all visitors and telephone calls to the Development Counselor office.
4. Maintains the Development Counselor calendar, schedules and makes appointments with Mission-assigned staff, local government, and business personnel.
5. Co-ordinates regular team meetings.
6. Follows-up on issues arising out of these meetings as well as senior staff meetings with the various senior staff members.
7. Makes complete arrangements for partners meetings.
8. Makes complete arrangements for donors meetings hosted by USAID Cote D'Ivoire Office.
9. Drafts routine letters and other correspondence for the signature of the Director.
10. Prepares travel and representational vouchers for the Development Counselor.
11. Creates and Maintains Cote D'Ivoire Core Filing including program and administrative files.
12. Assists other team members on a need to basis.